

SECRET

29 JAN 1969

MEMORANDUM FOR: All Members of the Scientific and Clandestine
Services Branch

SUBJECT : Application of Agency Secretarial Pattern

1. The following is the approved Secretarial Pattern to be
applied in establishing grades for secretary positions:

DD/P

GS-18	(Div Chief)	GS-09
GS-17	(Dep Div Chief)	GS-08
	(Group Chief)	
GS-16	(Group Chief)	GS-07
	(Branch Chief)	
GS-15	(Staff Chief)	GS-07
	(Branch Chief)	
GS-14	(Section Chiefs)	GS-06
GS-13	Other	GS-05

DD/S&T

GS-18	(Office Dir)	GS-09
GS-17	(Asst Off Dir)	GS-08
	(Project Director)	
GS-16	(Group Chief)	GS-07
	(Staff Chief)	
	(Div Chief)	
GS-15	(Staff Chief)	GS-07
	(Div Chief)	
GS-14	(Branch Chief)	GS-06
	(Section Chief)	
GS-13	Other	GS-05

2. The Secretarial Pattern will be applied at Headquarters in all cases where the supervisor serves as chief of an organization such as a division, staff, branch, section, etc. In those cases where the supervisor does not have such responsibility, such as in the case of an individual worker or staff advisor, secretary positions will be evaluated on the basis of duties and responsibilities. Secretary positions at overseas stations and bases will also be evaluated in accordance with the Secretarial Pattern except in those cases where the positions evaluate at a higher grade on the basis of duties and responsibilities.